

CORONAVIRUS (COVID-19) CLIENT UPDATE

We are monitoring the COVID-19 situation closely and taking the necessary precautions to support the well-being of our clients, employees and others.

We are open for business and expect to remain so. We are implementing precautions that will allow us to maintain the uninterrupted high level of service you expect from us. We are committed to delivering our services and support to clients without interruption. These immediate preventative measures also ensure we do our part as a responsible corporate citizen to try to minimize or contain the spread of the virus.

This includes:

- Working remotely to limit the potential impact of an unintended exposure to the virus.
- Migrating meetings to phone or video conferences until it is deemed safe by recommendations set forth by the Centers for Disease Control (CDC) and the World Health Organization (WHO).
- Eliminating travel when possible.
- Sanitizing common spaces and encouraging team members to boost hygiene efforts that include washing hands with soap more often.

Fortunately, we have been using the necessary technology, equipment and other resources for many years that allow us to implement these plans seamlessly. As a result, we do not anticipate that these precautions will result in a noticeable change to our responsiveness to you.

We will make sure we continue to monitor the situation and communicate proactively and transparently with you as new information becomes available. As this situation evolves, we will continue to respond and meet the challenges.

We send you our very best wishes for your health and safety.